Data Collection Training

WDE-427 WISE SPECIAL EDUCATION – END OF YEAR

APRIL 22, 2009

Agenda

OVERVIEW OF DATA COLLECTION

SUBMISSION PROCESS

DATA ELEMENTS

BUSINESS RULES

QUESTIONS

WDE-427

Overview of Data Collection

The WDE427 is a cumulative collection which collects statistics on the students referred, evaluated, and who may or may not be receiving services under Individuals with Disabilities Education Act (IDEA). This collection gathers individual student-level special education demographic, disability, and service data.

WDE-427

Overview of Data Collection

The data collected in the WDE-427 are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress (AYP), and Special Education programs.

Important Dates

COLLECTION OPENS ON SRM

May 18, 2009

COLLECTION DUE DATE

June 12, 2009

Submission Process

THE WDE-427 WILL BE SUBMITTED VIA THE STATE REPORT MANAGER (SRM)

State Report Manager (SRM)

- Security
- Efficiency
- Consistency

Data Submission Process

1. COMPILE DATA
2. PREPARE CSV FILE
3. LOG-IN TO SRM
4. UPLOAD CSV FILE
5. CORRECT ERRORS
6. REVIEW WARNINGS
7. MAKE CHANGES TO SIS
8. UPLOAD CORRECTED CSV FILE
9. CERTIFY

Data Elements

Overview of Data Elements

- 35 data elements
  - 13 required elements
  - 2 optional elements
  - 20 conditional elements

Data Elements

- Required element:
  - Data must be provided
- Conditional element:
  - Data must be provided if applicable
- Optional element:
  - Data should be provided if available

Data Elements

- DistrictID
  - Required element
  - WDE assigned district identifier
  - Must be 7 characters

Data Elements

- WISERID
  - Required element
  - WDE assigned student identifier
  - Must be 8 characters

Data Elements

- StudentLastName
  - Required element
  - Student's legal last name
  - Up to 25 characters long

Data Elements

- StudentFirstName
  - Required element
  - Student's legal first name
  - Up to 15 characters long

Data Elements

- StudentMiddleName
  - Optional element
  - Student's legal middle name
  - Up to 15 characters long

Data Elements

- StudentNameSuffix
  - Optional element
  - Student's legal name suffix
  - Up to 8 characters long

Data Elements

- StudentDateOfBirth
  - Required element
  - Student's date of birth
  - Must be 8 characters
    - YYYYMMDD – Example: 19890327

Data Elements

- StudentGender
  - Required element
  - Student's gender
  - Must be 1 character
    - M or F

Data Elements

- StudentEthnicity
  - Required element
  - Student's ethnicity
  - Must be 1 character
    - A, B, H, I, or W

Data Elements

- **StudentDateOfInitialConsent**
  - Conditional element
  - Date initial consent was received for the student.
  - 8 characters - YYYYMMDD
  - Required when the date of initial consent was on or between 7/1/2008 and 6/30/2009.

Data Elements

- StudentDateEvaluationComplete
  - Conditional element
  - Date the student is determined to be a student with a disability and the educational needs are determined.
  - 8 characters - YYYYMMDD
  - Required when the evaluation was on or between 7/1/2008 and 6/30/2009.

Data Elements

- StudentIDEA

  - Required element

  - On StudentExitDate (or last day of school if no exit date), did this student have an Individual Education Plan (IEP) under IDEA? Was the student eligible for special education services?

  - Must be 1 character

    - Y - Yes

    - R - Yes, but special education services were refused by the parent or legal guardian

    - N - No

Data Elements

- **StudentDateOfInitialIEP**
  - Conditional element
  - Date the initial IEP was held.
  - 8 characters - YYYYMMDD
  - Required when the evaluation was on or between 7/1/2008 and 6/30/2009.

Data Elements

- StudentServiceStartDate
  - Conditional element
    - Required if the student is IDEA
  - Date student started receiving services in this district.
  - 8 characters - YYYYMMDD

Data Elements

- StudentELL
  - Required element
  - Is the student ELL?
    - Who is newly enrolled in the district, or who enrolled in the district after the State annual ELL assessment was given in the prior school year, and has been identified and evaluated by the district as being of limited English proficiency; OR
    - Who is returning to the district from the previous school year, and took the State's annual ELL assessment in the prior school year, and has not yet achieved the "proficiency" level (grades K-2) or the "transitional" level (grades 3-12).Must be 1 character
  - Y or N
  - If the student is in Year 1 or 2 of ELL monitoring on WDE-684, then mark "N" on WDE-427.

Data Elements

- ## StudentGiftedTalented

  - Required element

  - Student identified as gifted or talented according to your district's identification method

  - Must be 1 character

    - Y or N

Data Elements

- StudentGradeLevel
  - Required element
  - Report students based on the current grade level
  - Must be 2 characters
    - PK, HK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

Data Elements

- ## ResidentSchoolID
  - ○ Required element
  - ○ School responsible for the IEP of the student. For students placed in residential settings, this is the school where the parent/guardian resides or where the student would attend school if not placed in the residential setting.
  - ○ Must be 7 characters

Data Elements

- ## ServiceSchoolID
  - Conditional element
  - School responsible for providing the services listed on the IEP.
  - Must be 7 characters
  - Required if the student is IDEA

Data Elements

- StudentPrimaryDisability
  - Conditional element
    - Required if the student is IDEA
  - Student's primary disability
  - Must be 2 characters
    - AT, BI, CD, DB, DD, ED, HI, HL, LD, MU, OI, SL, VI
    - Full Definitions can be found in the guidebook

Data Elements

- StudentRelatedService1 - 5
  - Conditional elements
  - Student's related service
  - Must be 2 characters
    - AT, AU, CS, EI, LS, MS, OM, OT, OY, PC, PS, PT, RC, RE, SH, SN, SW, TR
    - Full Definitions can be found in the guidebook

Data Elements

- StudentSpecialEducation1 - 4
  - Conditional elements
    - Required if student is IDEA
  - Special Education is defined as specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability.
  - Must be 2 characters
    - IN, PE, SS, TT, VE
    - Full Definitions can be found in the guidebook

Data Elements

- StudentESY
  - Conditional element
    - Required if student is IDEA
  - Is the student eligible for Extended School Year (ESY) services?
  - Must be 1 character
    - Y or N

Data Elements

- StudentEnvironment
  - Conditional element
    - Required if student is IDEA
  - What is the student's environment?
  - Must be 2 characters
    - CF, HH, PP, RE, RF, RR, SC, SS, PH, CP
    - Full Definitions can be found in the guidebook

Data Elements

- StudentAssessment
  - Conditional element
    - Required if student is IDEA and grade is 3 through 8 or 11
  - What is the student's type of assessment?
  - Must be 2 characters
    - RO, RA, AA
    - Full Definitions can be found in the guidebook

Data Elements

- StudentExitDate
  - Conditional element
  - The first day after one of the following:
    - The student's last day of school
    - The day on which the student graduates/matriculates.
  - YYYYMMDD – EX: 20080927
  - Required if student is IDEA and has exited program

Data Elements

- StudentExitReason
  - Conditional element
    - Required if student was IDEA and has exited program
  - The reason why the student has exited the program
  - Must be 2 characters
    - DE, DO, GC, GD, MA, NM, RP, TO, PE
    - Full Definitions can be found in the guidebook

Data Elements

- StudentOutOfStateTransfer
  - Required element
  - Did the student transfer to the district from a district outside of WY?
  - Must be 1 character
    - Y, N

Business Rules

BUSINESS RULES ARE A SET OF VALIDATIONS TO ENSURE DATA ARE ACCURATE

LIST AVAILABLE ONLINE AT HTTP://WWW.K12.WY.US/WISE/

Frequently Asked Questions

Content FAQs

- Q: How will I know if a student should be reported on WDE-427?

- A: Report any student identified and receiving services under the IDEA during any part of the school year. WDE-427 is cumulative and also includes students who have exited or refused services during the school year.

Content FAQs

- Q: What is the difference between Resident and Service Schools?

- A: Resident School - where the student's parents reside; Service School - provides the services listed on the IEP.

Content FAQs

- Q: What Service School ID should I use for a homeschooled student?

- A: 1) The school where child receives special education services, or 2) If the services are provided in the home by a staff member, the staff member's facility is the Service School.

Content FAQs

- Q: Where can I obtain the definitions for Related Service or Primary disability ?

- A: Definitions for both are listed in the Appendix of the guidebook. They are also available online at: http://soswy.state.wy.us/RULES/rules/6641.pdf .

Content FAQs

- Q: Where do we report the student's secondary disability?

- A: You are not required to report the secondary disability to the WDE. You are welcome to continue reporting secondary disabilities in your own internal tracking.

Submission FAQs

- Q: Who do I contact if I need a WISERID?

- A: Your district's WISE Coordinator.

Submission FAQs

- Q: When can I send the data to the WDE?

- A: The "Send to WDE" button will turn blue after you have corrected all errors. Be sure to look at all of the warnings before sending your data.

Submission FAQs

- Q: I received an error on my headers. What does that mean?

- A: The headers in your .CSV file are either out of order or spelled incorrectly. Please feel free to contact Leslie to help fix them.

Discussion?

Send Us Feedback!

Let us know what you think by filling out this confidential survey:

https://fusion.edu.wyoming.gov/Login/Web/Pages/Survey/Survey.aspx?Code=128847164577170513

WDE-427 Contacts

DATA STEWARD

Stephanie Weaver

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SUBMISSION CONTACT

Leslie Zimmerschied

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WISE PROJECT MANAGER

Shadd Schutte

307-777-3656

Thank you for attending!

UPCOMING EVENTS:

WDE-652 DATA COLLECTION WEN TRAINING

APRIL 28, 2009

WISE STAFF ID, WISER ID, AND FUSION USER ACCOUNTS TRAINING

CWC RIVERTON – MAY 7 - 8, 2009

WDE-600 DATA COLLECTION WEN TRAINING

MAY 13, 2009